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## Register for the 2018 NMMSS Annual Users Training Event

The annual Nuclear Materials Management and Safeguards System (NMMSS) training will be held May 14-17, 2018, in New Orleans, Louisiana. The training is planned and organized jointly by the Department of Energy (DOE)/National Nuclear Security Administration (NNSA) and the Nuclear Regulatory Commission (NRC). There is no fee associated with participating in this training opportunity. The four-day training event provides a unique forum to learn and share information and experiences associated with a wide range of important topics that affect domestic and international reporting of nuclear materials.

Please register for the training and reserve hotel accommodations at

<https://nmmss2018.linksolutions.com>. We have secured a limited block of rooms at the government per diem rate (plus applicable taxes) on a first-come, first-served basis. The registration website includes a draft agenda. If you are interested in a specific topic or would like to make a presentation, please send your suggestions to Mr. Pete Dessaulles at [pete.dessaules@nnsa.doe.gov](mailto:pete.dessaules@nnsa.doe.gov) or Ms. Mirabelle Shoemaker at [Mirabelle.shoemaker@nrc.gov](mailto:Mirabelle.shoemaker@nrc.gov).



## DOE Project Number Conversion

The annual DOE project number conversion process provides field elements and nuclear material managers with the opportunity to update their project numbers, as required by DOE O 410.2, *Management of Nuclear Materials*. This year, there was a greater emphasis on making sure that project numbers are associated with the active funding source, identified by Budget and Reporting (B&R) code, used to manage or use that material. Through a concerted, joint effort between Office of Nuclear Materials Integration (ONMI), NMMSS, and site office personnel, the conversion process was largely completed by November 1, 2017.

The updated guidance (available on the [NMMSS website](#)) for fiscal year (FY) 2018 streamlines the conversion process, provides further clarity, and contains the most recent information and reference links. We are available to address any questions you may have and welcome your comments and suggestions on changes for the FY 2019 project number guidance document. Please send any input to Ms. Shannon Chester, ONMI, at [Shannon.chester@nnsa.doe.gov](mailto:Shannon.chester@nnsa.doe.gov).

## DOE Inventory Reconciliation for Fiscal Year 2017 is Complete

A key function of the NMMSS program is providing the U.S. government and commercial sector stakeholders with regular updates to official records of reported nuclear material movements, inventories, and locations. This update is provided to the community on a monthly, quarterly, and semiannual basis using customized reports. Recipients include DOE/NNSA sites and commercial facilities; in particular, the enrichment and fuel fabrication plants. The reporting process entails analysis of facility-specific data, preparation of reports tailored to customer requests, quality control, review for data classification, and electronic distribution of more than 300 unique reports. The end of fiscal year processing period is complex, as DOE/NNSA sites and facilities must complete, submit, and reconcile their annual inventories as of September 30. Furthermore, during the same timeframe, the project numbers must be reconciled and updated for the upcoming fiscal year before closing can occur. NMMSS staff were able to complete this key function in 32 days. This is a historic record relative to the typical 2-3 month workflow cycle for September closings. The resulting resource savings is attributed to timely input by the DOE/NNSA sites, enhanced training, efficiencies gained in workflow processes, and recent software upgrades.

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## Soliciting Case Studies

NMMSS is soliciting “case study” scenarios from the entire stakeholder community to integrate real-life facility circumstances and reporting issues, lessons learned, and best practices into NMMSS training classes. The case studies highlight the congruence of facility-specific business practices and regulatory requirements and examine unique circumstances that necessitate a fresh look at reporting protocols. The solicited topics are intended to be diverse and encompass a broad range of topics, including the reporting of imports and exports, obligations, transactions involving domestic facilities (including between NRC and DOE facilities), licensing, reporting updates or corrections to previously reported transactions, reporting batch names, and accounting for government-owned material. The facility-specific aspects of the case studies will remain anonymous, as all case studies are presented as hypothetical scenarios.

Please send any case studies to Mirabelle Shoemaker at [Mirabelle.shoemaker@nrc.gov](mailto:Mirabelle.shoemaker@nrc.gov) or Pete Dessaulles at [pete.dessaules@nnsa.doe.gov](mailto:pete.dessaules@nnsa.doe.gov).

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## Obligations Tracking

NMMSS is excited to announce new enhancements to the obligations reporting process for 2018. In response to recent recommendations by the Government Accountability Office (GAO), feedback received from other NNSA organizations, and interactions with several facilities, NMMSS has instituted, and is in the midst of implementing, a number of new analytical tools and reports to provide greater visibility to facility-specific obligation balances on an ongoing basis. The outcome will streamline the annual reconciliation process. Over the coming months, NMMSS will announce the release of the new reports and resources available. Meanwhile, facilities can reach out to NMMSS staff and request their data in Excel, XML, or PDF formats.

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## University Returns of Government-Owned Material

ONMI staff have been working with NMMSS to identify and contact universities that have government-owned material in their respective inventories and wish to return material under the DOE loan/lease project number, “QGD04LEASE.” For universities that wish to retain this material in their inventory, a DOE/NRC Form 741 must be submitted to NMMSS to transfer ownership. Universities desiring to return the material should contact ONMI staff before January 19, 2018: Ms. Katie McGivern (301-903-7509) or Ms. Shannon Chester (301-903-7449).

## NRC Reconciliation Success

The NMMSS staff is pleased to report that, out of 318 NRC licensee reporting identification symbols (RISs), 307 (96.5%) reported their inventories and material balances for calendar year 2016 and were reconciled. The staff thanks the licensees for submitting their 2016 material balance information accurately and on time; in addition, many have already reported for 2017.

### NRC Reconciliation – Material Status Reports Are Almost Due

NRC regulations require licensees to report to NMMSS if they possess one gram or more of special nuclear material (SNM) (plutonium, uranium-233, or uranium-235 contained in enriched uranium) or one kilogram or more of foreign-obligated source material (natural uranium, depleted uranium, or thorium). Most NRC licensees report to NMMSS by calendar year. This means that after the new year, the NMMSS program typically enters the busy season for NRC licensee reconciliations. In anticipation of a busy reporting period, below are some tips to help facilitate a smooth reconciliation. As always, NMMSS analysts are available to provide technical assistance by phone or email. Please see the Points of Contact at the end of this newsletter for an updated listing of the NMMSS analysts.

1. All Government-owned material is reportable per NUREG/BR-0006, Rev. 8, including all SNM, source material, and other materials listed in the Reportable Elements and Isotopes section of the [NMMSS User's Guide](#).
2. For non-government-owned material, licensees are required to submit a Material Status Report (MSR) when their facilities:
  - Possessed, shipped, or received one gram ( $\geq 0.5$  g) or more of SNM during the reporting period (see the table below); OR
  - Possessed, shipped, or received one kilogram ( $\geq 0.5$  kg) or more of foreign obligated source material (natural uranium, depleted uranium, or thorium – see the table below); OR
  - Imports or exports 1 kg ( $\geq 0.5$  kg) or more of source material.
3. Fillable Forms 742 and 742C (recommended) are posted on the NMMSS website – <https://nnsa.energy.gov/about/ourprograms/nuclearsecurity/nmmsshome/nmmssinfo/fillableforms>. The forms are also posted on the NRC website: <http://www.nrc.gov/reading-rm/doc-collections/forms>.

<b>Material</b>	<b>Material Type</b>	<b>Reporting Unit (rounded up)</b>	<b>Weight that is Reported</b>
Depleted uranium	10	Whole kilogram	Element and isotope
Enriched uranium	20	Whole gram	Element and isotope
Plutonium	50	Whole gram	Element and isotope
Uranium-233	70	Whole gram	Element and isotope
Normal uranium	81	Whole kilogram	Element only
Plutonium-238	83	Tenth of a gram	Element and isotope
Thorium	88	Whole kilogram	Element only

*For any regulatory questions, please contact Mirabelle Shoemaker, NRC NMMSS Program Manager, by telephone at (301) 415-7363, or by email at [mirabelle.shoemaker@nrc.gov](mailto:mirabelle.shoemaker@nrc.gov).*

## DOE/NRC Forms 741, 742, and 742C Updated

The DOE/NRC forms used for NMMSS reporting (741, 742, and 742C) were recently reissued to reflect the new expiration date of 10/31/2020. The current forms to be used by DOE and NRC for NMMSS reporting are located on the [NMMSS website](#) (including [fillable forms](#)). The forms can also be accessed on the [NRC website](#).

## Training Course: NMMSS Reporting for NRC Licensees

NMMSS training for NRC licensees and Federal employees is scheduled for **March 20-22, 2018**, at DOE Headquarters in Germantown, MD. There is no fee associated with attending this training opportunity. This course provides a comprehensive overview of applicable nuclear material reporting requirements for the NRC licensees. The course content is based on requirements of NUREG/BR-0006, Rev. 8 and NUREG/BR-0007, Rev. 7. The following topics, among others, will be included:

- An overview of the nuclear fuel cycle;
- Completion of data forms: inventory change reports (transactions), physical inventory, and material balance;
- The inventory reconciliation process and interface with NMMSS;
- Special reporting requirements for facilities selected under safeguards by the International Atomic Energy Agency (IAEA);
- Foreign obligations reporting;
- Reporting tips and best practices, and
- NMMSS reports and resources available to support licensees with successful reconciliation.

If interested in attending, please send the following information by Friday, March 9, 2018, to [NMMSS@nnsa.doe.gov](mailto:NMMSS@nnsa.doe.gov): name, organization/company, title, address, phone, email, and citizenship.

Seats are limited. Please register early.

### Transaction/Inventory Due Dates for DOE Sites

Reporting Month	Transaction Due	Inventory Due
January 2018	February 12	February 16
February 2018	March 12	March 16
March 2018	April 13	April 17
April 2018	May 11	May 15
May 2018	June 11	June 15
June 2018	July 12	July 16
July 2018	August 13	August 17

### Upcoming 2018 Observed Holidays

New Year's Day	Monday, January 1, 2018
Martin Luther King, Jr. Day	Monday, January 15, 2018
Washington's Birthday	Monday, February 19, 2018
Memorial Day	Monday, May 28, 2018
Independence Day	Wednesday, July 4, 2018
Labor Day	Monday, September 3, 2018
Columbus Day	Monday, October 8, 2018
Veterans' Day	Monday, November 12, 2018

## Available Products to Assist the NMMSS Community

The following products are available to NMMSS users upon request.

- **D-2: DOE Directory of Reporting Identification Symbols (RIS).** This directory contains a listing of RISs for the DOE sites that NMMSS accepts as valid as of December 2017.
- **D-3: NRC Directory of Reporting Identification Symbols (RIS).** This directory contains a listing of RISs for the licensed sites that NMMSS accepts as valid as of December 2017.
- **D-15: International Nuclear Facilities.** This directory contains a listing of RISs for nuclear sites located outside of the United States that NMMSS accepts as valid as of December 2017.

**SAfeguards Management Software (SAMS):** SAMS is a facility-based version of the NMMSS software maintained by DOE and NRC. SAMS enables users to input data and perform edit checks for transactions, material balance reports, and inventories, and includes an updated Authority Reference File.

SAMS version 9.0 is a significant update to the software and is currently undergoing internal testing. It is expected to be distributed for beta testing by March 2018.

Copies of the above items are available free of charge. Please contact any member of the NMMSS staff, or send a request to the NMMSS mailbox ([NMMSS@nnsa.doe.gov](mailto:NMMSS@nnsa.doe.gov)) if you would like any of the above items sent to you.

## NMMSS Points of Contact for Nuclear Material Reporting Technical Support and Assistance

Name	Function	Phone	Email Address
Elaine Beacom	International operations IAEA reports Nuclear Cooperative Agreements	(301) 903-1328	<a href="mailto:Elaine.Beamon@nnsa.doe.gov">Elaine.Beamon@nnsa.doe.gov</a>
John Cettin	NRC/DOE reconciliation Foreign obligations IAEA reporting	(301) 903-6870	<a href="mailto:John.Cettin@nnsa.doe.gov">John.Cettin@nnsa.doe.gov</a>
Mitch Hembree	Nuclear Cooperative Agreements DOE and NRC training	(301) 903-6299	<a href="mailto:Mitch.Hembree@nnsa.doe.gov">Mitch.Hembree@nnsa.doe.gov</a>
Mark Huffman	DOE/NRC reconciliation Training	(301) 903-0236	<a href="mailto:Mark.Huffman@nnsa.doe.gov">Mark.Huffman@nnsa.doe.gov</a>
Mary McConnell	Domestic operations NRC licensee reconciliation DOE/NNSA reconciliation Project numbers	(301) 903-6240	<a href="mailto:Mary.McConnell@nnsa.doe.gov">Mary.McConnell@nnsa.doe.gov</a>
Liz Mohamed	Foreign obligations IAEA reporting NRC/DOE reconciliation Project numbers	(301) 903-2226	<a href="mailto:Elizabeth.Mohamed@nnsa.doe.gov">Elizabeth.Mohamed@nnsa.doe.gov</a>
Eric Yarbrough	Data management NRC licensee reconciliation DOE/NNSA sites	(301) 903-0092	<a href="mailto:Eric.Yarbrough@nnsa.doe.gov">Eric.Yarbrough@nnsa.doe.gov</a>
Brandon Zack	NRC licensee reconciliation Foreign obligations IAEA reporting	(301) 903-2224	<a href="mailto:Brandon.Zack@nnsa.doe.gov">Brandon.Zack@nnsa.doe.gov</a>
Ali Tabatabai	Issues/suggestions	(301) 515-9654	<a href="mailto:Ali.Tabatabai@hq.doe.gov">Ali.Tabatabai@hq.doe.gov</a>

### Program Management

**Department of Energy**  
Peter Dessaulles (301) 903-4525  
[Pete.Dessaulles@nnsa.doe.gov](mailto:Pete.Dessaulles@nnsa.doe.gov)

**Nuclear Regulatory Commission**  
Mirabelle Shoemaker (301) 415-7363  
[Mirabelle.Shoemaker@nrc.gov](mailto:Mirabelle.Shoemaker@nrc.gov)

### International POCs

**DOE International POC**  
Shannon Chester (301) 903-7449  
[Shannon.Chester@nnsa.doe.gov](mailto:Shannon.Chester@nnsa.doe.gov)

**NRC International POC**  
Santiago Aguilar (301) 415-7918  
[Santiago.Aguilar@nrc.gov](mailto:Santiago.Aguilar@nrc.gov)

**Email:** [NMMSS@nnsa.doe.gov](mailto:NMMSS@nnsa.doe.gov)  
**Unclassified Fax:** (301) 903-1998  
[www.nnsa.energy.gov/nmmss](http://www.nnsa.energy.gov/nmmss)

**NMMSS Website:** <http://nnsa.energy.gov/aboutus/ourprograms/nuclearsecurity/nmmsshome>

## Unclassified/Overnight Surface Mailing Addresses

### Unclassified

Mary McConnell

NMMSS Program, NA-532/Germantown Bldg.  
U.S. Department of Energy  
1000 Independence Avenue, SW  
Washington, DC 20585-1290

### Overnight – Unclassified

Mary McConnell

Attn: NMMSS Program, NA-532  
U.S. Department of Energy  
19901 Germantown Road  
Germantown, MD 20874-1207

### Classified

The NMMSS classified mailing address is available on the Safeguards and Security Information Management System (SSIMS) or by calling a NMMSS analyst. Identify Mary McConnell as the recipient and NA-532 as the organization.

**IMPORTANT:** The “DO NOT X-RAY” marking does not prevent incoming packages from being sanitized. Please package compact discs (CDs) in cardboard rather than plastic casings. The plastic is heated by the sanitization machine, thereby warping the CD. There is less chance of this occurring if the CD is packaged in cardboard.

For information on transmitting classified data to NMMSS electronically, contact:

Pete Dessaulles, (301) 903-4525 or

[Pete.Dessaulles@nnsa.doe.gov](mailto:Pete.Dessaulles@nnsa.doe.gov)

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